



SUSSED Wales Ltd 4/5 James Street

Porthcawl. CF36 3BG Tel: 01656 783962

Registered Limited Company operating as a Community Co-operative Social Enterprise.

Company No. 5481972

E-mail: mm@sustainablewales.org.uk
www.sustainablewales.org.uk/sused



Job Title: SUSSED Wales Community Enterprise Development Coordinator, Porthcawl – funded by Sustainable Wales

Salary: circa £12,000 - £24,000 (pro rata, depending on experience, hours to be agreed) initially for one year.

Further details www.sustainablewales.org.uk.

Send CV and letter of interest to mm@sustainablewales.org.uk by Jan 26th 2016, with prompt start.

An excellent opportunity for a highly motivated individual to help a community enterprise develop and flourish as part of a sustainable future.

The role requires delegation skills, volunteer coordination, communication, sales, administration and IT skills.

Support will also be required for internet sales, membership, outreach & events.

Responsible to Directors of SUSSED and Sustainable Wales Trustees.

Background

[SUSSED Wales](#) was created by its Porthcawl-based sister charity, Sustainable Wales (SW) as a social enterprise to help diversify the local economy and to help finance the charity in the longer term.

The primary function of SUSSED is to retail ethically sourced, environmentally-friendly or locally produced goods: a 'shop window on the world', offering educational support and volunteer opportunities.

Based in Porthcawl, SUSSED has a local membership, runs with the support of volunteers and works alongside SW charity (in the same premises) who instigate a range of enterprising, cultural, educational, promotional and outreach activities.

The post will be funded by [Sustainable Wales](#) for one year, anticipating that the post holder will secure sufficient income from then onwards to maintain the post.

SUSSED requires a Community Enterprise Development Officer to take forward the daily coordination, running and expansion of SUSSED's commercial and retail activity. The post will be supported by the SUSSED Directors, SW Team, volunteers and community partners.

Outline Job Description:

The main responsibilities include shop management and project coordination, building up the community enterprise working alongside volunteers and delegating when appropriate.

The post-holder will develop the co-operative and increase overall income, manage administration, coordinate volunteers and outreach activities.

This role is ideal for someone who is a confident communicator and a team player. Motivated by sustainable development and experience of the voluntary/community sector would also be advantageous, as would retail/sales experience. IT skills essential.

Note: You will be working with a talented team of volunteers of all ages, with a wide range of skills and varying levels of commitment. Part of your role will be to allocate/delegate the following tasks between yourself and the volunteers, according to each person's preferences and abilities.

Shop Management/Stock Control/Sales:

- Develop and manage the shop with a view to driving up levels of sales and profitability.
- Maintaining a high level of customer service at all times

- Review purchasing, pricing and ordering of stock from a range of ethical, green and local suppliers, finding new seasonal ranges.
- Support/expand the delivery of SUSSED's ecommerce (Ebay) service
- Develop and administer Sale or Return stock/supplier records.
- Support volunteers/groups/schools providing outreach stalls (stock, educational literature and float money for stalls, etc.)
- Coordinate regular shop and window displays, stock rotation etc.
- Develop suitable informative point of sale signage e.g. 'made without electricity', 'made from recycled materials', 'local crafts', 'eco-chic upcycling', etc, etc.
- Organize annual stock-take and AGM.
- Be a key-holder with responsibility for overseeing the opening and locking up of premises.
- Maintain a clean and safe working environment at all times.
- Where appropriate, identify new opportunities for outreach and Business-to-Business (B@B) sales opportunities (schools, B+B, community stalls etc).

Volunteer Coordination and Partnerships.

- Coordinate volunteer rota and regular meetings.
- Recruit and interview *suitable* new volunteers.
- Train volunteers in the use of shop & office equipment, company policies & procedure, effectively communicate relevant knowledge (e.g. office/shop/till/sales/stalls), provide relevant information and knowledge about our ethical goods and key issues, and contribute to the retention and overall professional and personal development of personnel.
- Attend and contribute to occasional partner organisations meetings (e.g., Bridgend Fairtrade Partnership, The Green Room)
- Supporting the fundraising and outreach activities of SUSSED and its partner groups.

Takings and Accounts:

- Input daily/weekly shop takings (Z-reports) into spreadsheet and service the petty cash use.

- Bank takings regularly.
- Managing volunteer expenses.
- Manage floats for stalls and events and keep a record of takings.

Administration, Accounts & reporting:

- Maintain databases of SW Team/SUSSED Directors, volunteers, SUSSED Membership, Green Room and wider contacts.
- Assist in the organising and scheduling of meetings, answering calls and enquires, etc.
- Manage and delegate office administration responsibilities.

Communications, Marketing, Promotion, Media:

- Help populate SUSSED and SW websites, social media accounts and newsletters, identifying appropriate news articles, offers and promotions.
- Contribute to the preparation for membership meetings including the Annual Report and AGM

Personal Specifications.

The ideal candidate should:

- **Be able to motivate a small team to help grow the local enterprise.**
- **Be flexible, be able to deputise for absent volunteers in their roles and support a rota for Saturday working, as appropriate.**
- **Be enthusiastic and willing to learn more about SUSSED's core principles and key issues including sustainable development, Fairtrade and ethical consumerism.**
- **Have basic knowledge of Microsoft Office packages.**
- **Have excellent communication skills, being able to work in small groups across a wide range of demographics.**